

## ***Course Outline & Materials List for***

# **A Hands-On PM Basics Workshop: Become a Project Management Minimalist**

<i><b>Event:</b></i>	<i><b>Objective &amp; Class Activity:</b></i>	<i><b>Materials:</b></i>
<b>Getting Organized &amp; Starting the Class</b>		
<b>Pre-Class Preparation</b>	<ul style="list-style-type: none"> <li>• Become familiar with <a href="#">PM Minimalist</a> tools &amp; concepts by reviewing key parts of the book and an introductory video.</li> <li>• [optional] Bring rough notes about a “real world” project assignment to refine during class exercises.</li> </ul>	<ol style="list-style-type: none"> <li>1. <a href="#">The PM Minimalist book:</a> <ul style="list-style-type: none"> <li>• Glossary of Terms, p. 112</li> <li>• Nuts &amp; Bolts, pp. 9-52</li> </ul> </li> <li>2. [optional] Notes about a “real world” project assignment</li> <li>3. <a href="#">Become a Project Mgt. Minimalist: Video 1</a></li> </ol>
<b>Start Class with Quiz &amp; Discussion of PM Minimalism</b>	<ul style="list-style-type: none"> <li>• Complete a quiz to test comprehension of terms &amp; concepts reviewed during Pre-Class Preparation</li> <li>• Apply <a href="#">PM Minimalist</a> concepts to your organization’s unique PM situations by discussing quiz answers, etc.</li> <li>• [optional] View/discuss “<a href="#">Become a Project Mgt. Minimalist: Video 1</a>”</li> </ul>	<ol style="list-style-type: none"> <li>1. <a href="#">The PM Minimalist Quiz &amp; Exercises</a></li> </ol>
<b>Organize Hands-On Work Teams</b>	<ul style="list-style-type: none"> <li>• Select a few “real world” project assignments or introduce your formal, prepared case study scenario project</li> <li>• Organize class into small sub-groups of 3 or 4 people to work through the hands-on exercises using either their “real world” project concepts or the formal case study</li> </ul>	<ol style="list-style-type: none"> <li>1. A formal “case study” project to be the basis of all teams’ assignments - or -</li> <li>2. A few “real world” project concepts to be “fleshed out” by work teams</li> </ol>

## Hands-on Problem Solving by Work Teams: Applying the PM Minimalist Approach

<b>Practice PM Minimalist Step 1</b>	<ul style="list-style-type: none"> <li>• <i>[optional]</i> Watch video segment related to Step 1, then discuss/clarify as needed</li> <li>• Apply tools/processes of “<b>Step 1: Define the project concept, then get support &amp; approval</b>” to a case study or real-world project concept.</li> <li>• After small groups (teams) complete their assignments, have them share their work with the entire class via “show and tell,” then discuss.</li> </ul>	<ol style="list-style-type: none"> <li>1. <a href="#">The PM Minimalist book</a>, pp. 10-12</li> <li>2. <a href="#">The PM Minimalist Mentor</a>, pp. 4-8</li> <li>3. <a href="#">Become a Project Management Minimalist: Video 2-A</a></li> </ol>
<b>Practice PM Minimalist Step 2</b>	<ul style="list-style-type: none"> <li>• <i>[optional]</i> Watch video segment related to Step 2, then discuss/clarify as needed</li> <li>• Apply tools/processes of “<b>Step 2: Get your team together &amp; start the project</b>” to a case study or real-world project concept.</li> <li>• After small groups (teams) complete their assignments, have them share their work with the entire class via “show and tell,” then discuss.</li> </ul>	<ol style="list-style-type: none"> <li>1. <a href="#">The PM Minimalist book</a>, pp. 13-15</li> <li>2. <a href="#">The PM Minimalist Mentor</a>, pp. 9-11</li> <li>3. <a href="#">Become a Project Management Minimalist: Video 2-A</a></li> </ol>
<b>Practice PM Minimalist Step 3</b>	<ul style="list-style-type: none"> <li>• <i>[optional]</i> Watch video segment related to Step 3, then discuss/clarify as needed</li> <li>• Apply tools/processes of “<b>Step 3: Figure out exactly what the finished work products will be</b>” to a case study or real-world project concept.</li> <li>• After small groups (teams) complete their assignments, have them share their work with the entire class via “show and tell,” then discuss.</li> </ul>	<ol style="list-style-type: none"> <li>1. <a href="#">The PM Minimalist book</a>, pp. 16-19</li> <li>2. <a href="#">The PM Minimalist Mentor</a>, pp. 12-14</li> <li>3. <a href="#">Become a Project Management Minimalist: Video 2-A</a></li> </ol>
<b>Practice PM Minimalist Step 4</b>	<ul style="list-style-type: none"> <li>• <i>[optional]</i> Watch video segment related to Step 4, then discuss/clarify as needed</li> <li>• Apply tools/processes of “<b>Step 4: Figure out what you need to do to complete the work products (Identify tasks &amp; phases)</b>” to a case study or real-world project concept.</li> <li>• After small groups (teams) complete their assignments, have them share their work with the entire class via “show and tell,” then discuss.</li> </ul>	<ol style="list-style-type: none"> <li>1. <a href="#">The PM Minimalist book</a>, pp. 20-23</li> <li>2. <a href="#">The PM Minimalist Mentor</a>, pp. 15-17</li> <li>3. <a href="#">Become a Project Management Minimalist: Video 2-B</a></li> </ol>

<b>Practice PM Minimalist Step 5</b>	<ul style="list-style-type: none"> <li>• <i>[optional]</i> Watch video segment related to Step 5, then discuss/clarify as needed</li> <li>• Apply tools/processes of “<b>Step 5: Estimate time, effort &amp; resources</b>” to a case study or real-world project concept.</li> <li>• After small groups (teams) complete their assignments, have them share their work with the entire class via “show and tell,” then discuss.</li> </ul>	<ol style="list-style-type: none"> <li>1. <a href="#">The PM Minimalist book</a>, pp. 24-27</li> <li>2. <a href="#">The PM Minimalist Mentor</a>, pp. 18-20</li> <li>3. <a href="#">Become a Project Management Minimalist: Video 2-B</a></li> </ol>
<b>Practice PM Minimalist Step 6</b>	<ul style="list-style-type: none"> <li>• <i>[optional]</i> Watch video segment related to Step 6, then discuss/clarify as needed</li> <li>• Apply tools/processes of “<b>Step 6: Build a schedule</b>” to a case study or real-world project concept.</li> <li>• After small groups (teams) complete their assignments, have them share their work with the entire class via “show and tell,” then discuss.</li> </ul>	<ol style="list-style-type: none"> <li>1. <a href="#">The PM Minimalist book</a>, pp. 28-32</li> <li>2. <a href="#">The PM Minimalist Mentor</a>, pp. 21-23</li> <li>3. <a href="#">Become a Project Management Minimalist: Video 2-C</a></li> </ol>
<b>Practice PM Minimalist Step 7</b>	<ul style="list-style-type: none"> <li>• <i>[optional]</i> Watch video segment related to Step 7, then discuss/clarify as needed</li> <li>• Apply tools/processes of “<b>Step 7: Estimate the costs</b>” to a case study or real-world project concept.</li> <li>• * After small groups (teams) complete their assignments, have them share their work with the entire class via “show and tell,” then discuss.</li> </ul>	<ol style="list-style-type: none"> <li>1. <a href="#">The PM Minimalist book</a>, pp. 33-35</li> <li>2. <a href="#">The PM Minimalist Mentor</a>, pp. 24-26</li> <li>3. <a href="#">Become a Project Management Minimalist: Video 2-C</a></li> </ol>
<b>Practice PM Minimalist Step 8</b>	<ul style="list-style-type: none"> <li>• <i>[optional]</i> Watch video segment related to Step 8, then discuss/clarify as needed</li> <li>• Apply tools/processes of “<b>Step 8: Keep the project moving</b>” to a case study or real-world project concept.</li> <li>• * After small groups (teams) complete their assignments, have them share their work with the entire class via “show and tell,” then discuss.</li> </ul>	<ol style="list-style-type: none"> <li>1. <a href="#">The PM Minimalist book</a>, pp. 36-41</li> <li>2. <a href="#">The PM Minimalist Mentor</a>, pp. 27-29</li> <li>3. <a href="#">Become a Project Management Minimalist: Video 2-D</a></li> </ol>
<b>Practice PM Minimalist Step 9</b>	<ul style="list-style-type: none"> <li>• <i>[optional]</i> Watch video segment related to Step 9, then discuss/clarify as needed</li> <li>• Apply tools/processes of “<b>Step 9: Handle scope changes</b>” to a case study or real-world project concept.</li> <li>• After small groups (teams) complete their assignments, have them share their work with the entire class via “show and tell,” then discuss.</li> </ul>	<ol style="list-style-type: none"> <li>1. <a href="#">The PM Minimalist book</a>, pp. 42-44</li> <li>2. <a href="#">The PM Minimalist Mentor</a>, pp. 30-31</li> <li>3. <a href="#">Become a Project Management Minimalist: Video 2-D</a></li> </ol>

<b>Practice PM Minimalist Step 10</b>	<ul style="list-style-type: none"> <li>• <i>[optional]</i> Watch video segment related to Step 10, then discuss/clarify as needed</li> <li>• Apply tools/processes of “<b>Step 10: Close out phases, close out the project</b>” to a case study or real-world project concept.</li> <li>• * After small groups (teams) complete their assignments, have them share their work with the entire class via “show and tell,” then discuss.</li> </ul>	<ol style="list-style-type: none"> <li>1. <a href="#">The PM Minimalist book</a>, pp. 45-52</li> <li>2. <a href="#">The PM Minimalist Mentor</a>, pp. 32-34</li> <li>3. <a href="#">Become a Project Management Minimalist: Video 2-D</a></li> </ol>
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## Bonus Team Building Exercises

<b>Bonus Team Building Discussion #1</b>	<ul style="list-style-type: none"> <li>• Discuss (in small groups and/or as an entire class) this topic: “<b>Taking Care of Yourself: Managing Your Priorities, Time &amp; Energy.</b>”</li> </ul>	<ol style="list-style-type: none"> <li>1. <a href="#">The PM Minimalist book</a>, pp. 94-111</li> <li>2. <a href="#">The PM Minimalist Mentor</a>, pp. 35-36</li> </ol>
<b>Bonus Team Building Discussion #2</b>	<ul style="list-style-type: none"> <li>• <i>[optional]</i> Watch selected video segments from series “<a href="#">Become a Project Management Minimalist: Videos 3-A, B &amp; C</a>,” then discuss/clarify as needed</li> <li>• Discuss (in small groups and/or as an entire class) this topic: “<b>The People Stuff: How We Might Improve the Way We Work Together.</b>”</li> </ul>	<ol style="list-style-type: none"> <li>1. <a href="#">The PM Minimalist book</a>, pp. 54-93</li> <li>2. <a href="#">The PM Minimalist Mentor</a>, pp. 36-37</li> <li>3. <a href="#">Become a Project Management Minimalist: Videos 3-A, B &amp; C</a></li> </ol>